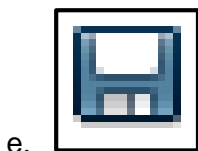


1. Write shortcuts for the following: [5]
- a. Copy
  - b. Center alignment
  - c. Find and replace
  - d. Full screen view
  - e. Undo

2. Write command name the following shortcuts belongs to : [5]
- a. Ctrl + F10
  - b. Ctrl + B
  - c. Ctrl + O
  - d. Ctrl + Shift + S
  - e. F7

3. Draw the icons for the following: [5]
- a. Cut
  - b. Auto spell check
  - c. Non printing character
  - d. Underline
  - e. Right Alignment

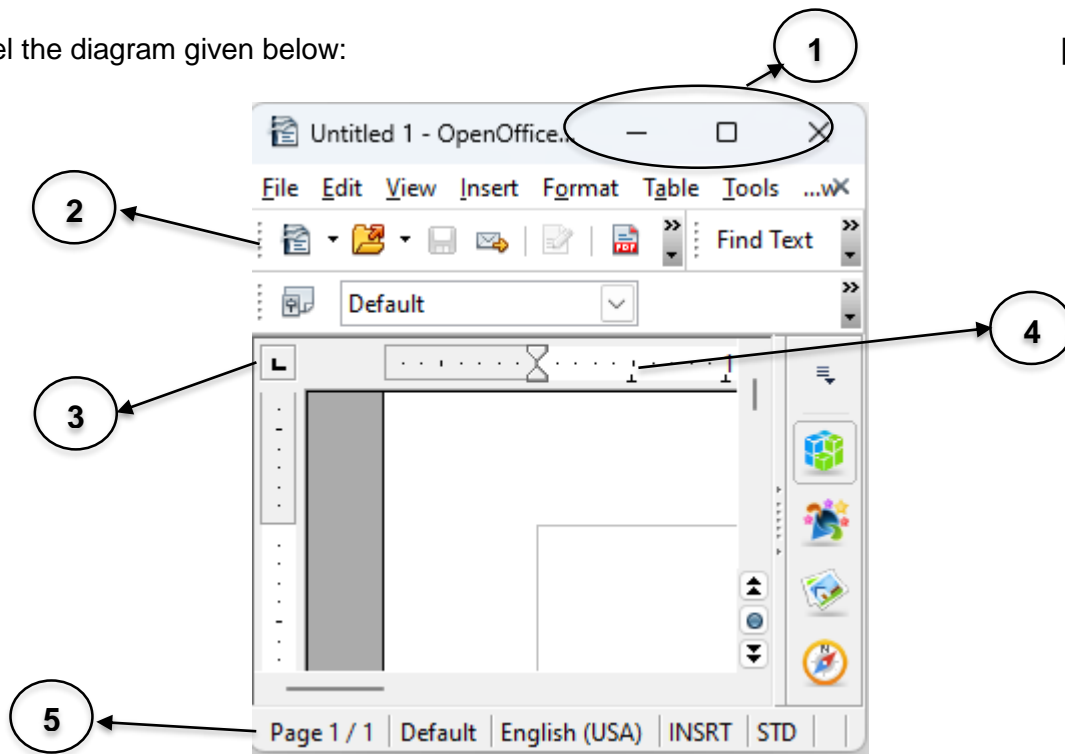
4. Identify the following icons and write their name: [5]



5. Define / Explain the following : [5]
- a. Print layout
  - b. Character Formatting
  - c. Vertical Ruler
  - d. Status bar
  - e. Title bar

6. Label the diagram given below:

[5]



7. Write difference between (at least two points for each of the following) :

[10]

- a. Bold and Italics
- b. New and open
- c. Undo and redo
- d. Web layout view and full screen view
- e. Auto Spell Check and Spelling & Grammar

8. Answer the following question in one word or one line:

[10]

- a. Write any two names of word processing softwares?
- b. Write extensions for the softwares given below:
  - i. Open office writer
  - ii. MS Word
- c. Write any two features of word processor?
- d. Write steps to close a File?
- e. How are digital documents created?
- f. How can we display rulers if not present in the window?
- g. Explain the option Find and Replace?
- h. What do you mean by moving selected text?
- i. What is the full form and meaning of WYSIWYG?
- j. Which command the shortcut Ctrl + N is assigned to? Write the steps to implement the same command using menu.